Agenda
CIMS Only

Time	Topic
9:30	**Welcome and Introductions**
10:00	**CIMS Desktop** • Find Client • Demographics • Client Groups • Classes
10:45	**Break**
11:00	**Appointment Book / Flowsheet** • Appointment type codes • Moving through the appointment book • Schedule a new appointment • Cancel an appointment • Scheduling clients from the same group with different staff • Find opening button • Next appointment button
12:00	**Lunch**
1:15	**Appointment Book/Flowsheet** **Continued, including Practice Scenarios** • How to use the Flowsheet • Notes Fields/Documentation • History • Effects on the Appointment Book • Careplan • Clear/new line buttons • Flags (MSS, HR, PDHR) • Practice Scenarios
2:15	**Ergo Stretch!**
2:20	**Wizards** • Prescreen • New Certification • Enroll Infant
3:00	**Break**
3:15	**Preferences – Add a Retailer** **Practice Activity Lab** • CC for Presumed Eligible client • Health Assessment • Enroll Infant • Second Contact (2C) • CC for Enrolled Infant • Scheduling appointments • Follow Up • Flowsheet careplan set up • Recertification • Preferences tab scenarios
4:15	**College of CIMS Knowledge**
4:30	**End of Training**

Don't forget to stretch